



12.10 About Transportation Policies

12.10.05

April 15, 2004

Who must comply with these policies?

All drivers on official state business must comply with the policies in this Chapter including:

1. All state officers, employees, and volunteers that agencies have legal authority to utilize, unless otherwise provided by law.
2. Students as defined in Subsection 12.10.30.
3. Department of Corrections inmates under the control of the Department of Corrections.
4. Contractors, unless there are specific contractual arrangements.

12.10.10

April 15, 2004

Agency responsibilities

12.10.10.a

In complying with these policies, agency heads, or authorized designees, are to:

1. Establish an effective system for management and control over transportation activities.
2. Promote state vehicle and driver safety and loss prevention.

12.10.10.b

Agencies may adopt internal transportation policies that are more restrictive than those contained in this Chapter.

12.10.20

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State driver responsibilities

State drivers authorized to drive state vehicles or privately owned vehicles on official state business are responsible to:

- 12.10.20.a Comply with all policies in this Chapter. Failure to follow these policies may result in disciplinary action, including deductions from salaries or other allowances due, suspension without pay, or termination of employment.

12.10.30

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Special definitions

15-Passenger Van Driver - Employees, student-employees, students and volunteers operating 15-passenger vans under the direction of a state agency, university, or community or technical college. (Refer to Subsection 12.20.25.)

Authorized Passengers - Individuals authorized by the agency head or authorized designee to ride as passengers in a state vehicle driven by a state driver conducting official state business. Authorized passengers can include students, volunteers, contractors, clients, and private citizens.

Student - A student, as used for the purposes of this Chapter, is a person that a high school, or state university or community/technical college determines meets their criteria for student status. A student who performs work for compensation by an agency or college meets the state employee definition. Per WAC 296-125-030(2) minors (those under 18 years of age) are prohibited from performing jobs that require motor vehicle operation. All student drivers must have a minimum of two years of driving experience.

Volunteer - A volunteer is a person, other than an emergency services worker as described by chapter 38.52 RCW, who, of his/her own free choice, performs any assigned or authorized duties for the state or any agency thereof. A volunteer receives no wages, and is registered and accepted as a volunteer by the state or any agency thereof, for the purpose of engaging in authorized volunteer service. A volunteer may be granted reimbursement for actual expenses necessarily incurred in performing his or her assigned or authorized duties.